

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, OCTOBER 21, 1999  
8 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Bob Workman  
Linda Steinman  
Bernie Heier  
Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer  
Dave Kroeker, Budget & Fiscal Officer  
Dave Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Gwen Thorpe, Deputy County Clerk  
Ann Taylor, County Clerk's Office

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, SEPTEMBER 30, 1999 AND TUESDAY, OCTOBER 5, 1999**

**MOTION:** Steinman moved and Workman seconded approval of the Staff Meeting minutes dated September 30 and October 5, 1999. On call Steinman, Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- a. Resource Conservation & Development Program (RC&D) Meeting Report
- b. Joint Budget Committee Meeting Report
- c. Lincoln Partnership for Economic Development Meeting Report

**MOTION:** Heier moved and Workman seconded approval of the additions to the agenda. On call Heier, Workman and Campbell voted aye. Steinman and Hudkins were absent from voting. Motion carried.

**ACTION ITEMS**

- a. Microcomputer Request:
  1. C#99259 from District Court for \$17,945.48 from the Microcomputer Fund
  2. C#99266 from Corrections for \$11,994.44 from Corrections Fund for Seven (7) Pentium III's, Twelve (12) 17" Monitors, etc.
  3. From Families First & Foremost Program for Three (3) Pentium III's from the Families First & Foremost Grant (Exhibit A)

Eagan indicated that funding of the microcomputer request for the District Court will be through the Building Fund, not the Microcomputer Fund.

Heier suggested that consideration be given to purchasing a laptop, rather than a desktop computer for the Detention Expediter.

**MOTION:** Heier moved and Steinman seconded approval of the three microcomputer requests and directed Kerry Eagan, Chief Administrative Officer, to follow-up on the computer for the Detention Expediter. On call Steinman, Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

### **3 COMMISSIONERS MEETING REPORTS**

#### a. Public Building Commission - Campbell, Hudkins

Campbell reported that an open house for the Justice and Law Enforcement Center will be held after the first of the year.

Campbell also reported on the recommendations of the Parking Committee which include the following:

- \* Widen "H" Street with diagonal parking
- \* Add nodes on 9<sup>th</sup> Street for additional parking
- \* Convert parking on 9<sup>th</sup> Street to diagonal
- \* Redesign the employees' south parking lot
- \* Offer employees paid bus passes
- \* Lease 22 stalls north of the County-City Building from J & M Leasing
- \* Explore moving the sidewalk on 9<sup>th</sup> Street to allow for more diagonal parking

Campbell noted these options will add 116 employee parking stalls for a total of \$80,000.

#### b. Board of Health - Hudkins

No report was given.

#### c. Government Access & Information Committee - Steinman

Doug Thomas, Information Services Director, appeared and reported that training of web assistants will take place in November. He noted that the Intranet will make payroll history and deduction information easily accessible to employees, via pin numbers. Additional applications include the ability to order documents electronically from Records and Information Management and completion of budget documents on-line.

Steinman noted that discussion also took place on electronic payment of fees and taxes, via the Internet.

d. Joint Budget Committee - Steinman, Campbell

Campbell reported that a presentation was given on the Heartland Big Brothers/Big Sisters Program. Updates were also received on the Comprehensive-Based Human Services Needs Assessment and Comprehensive Plan and the Families First & Foremost Grant Project.

e. Lincoln Partnership for Economic Development - Campbell

Campbell reported that a presentation was given by Snitily-Carr Video Productions. A report on Security Mutual Life Nebraska's move from the downtown area to 40<sup>th</sup> & Pine Lake Road was also received.

**4 BASEBALL UPDATE** - Ann Harrell, Mayor's Office; Joel Pedersen, City Attorney

Ann Harrell, Mayor's Office, gave a brief update on the Baseball Partnership Project. She stated plans include construction of a new bridge off Sun Valley Boulevard to provide access to the stadium's main entrance, which should help to divert traffic from the North Bottoms neighborhood. Harrell added that the existing bridge on Charleston Street may be converted into a pedestrian bridge and trails connection.

Harrell said several meetings have been held with residents of the North Bottoms Neighborhood in an effort to address their concerns. She noted, however, that their request for an additional traffic bridge to the north is cost prohibitive.

Hudkins asked why this site was selected rather than the large tract of land to the west currently utilized as a BMX track. He noted that this property has access to 1<sup>st</sup> Street and Sun Valley Boulevard and would have ample room for parking.

Harrell responded that the site was chosen for its close proximity to the Haymarket District, the downtown area, the University of Nebraska campus and other attractions.

In response to a question from Workman, Harrell said the railroad overpass connecting the Haymarket District with the baseball stadium is designed as a pedestrian connector. Costs have not been determined, although the Railroad Transportation Safety District (RTSD) has budgeted \$1 million dollars for the project.

Harrell stated there are no firm plans to hold concerts in the stadium and changes in design to accommodate such use are not planned.

Harrell agreed to forward additional financial information on the project to the Board.

**5 COUNTY EXTENSION COMPUTERS** - Gary Bergman, County Extension Agent; Doug Thomas, Information Services Director; Ken Kuszak, Microcomputer/Network Support Coordinator

Doug Thomas, Information Services Director, stated that he had reviewed County Extension's computer request with representatives of that agency, at the County Board's request, and concurs with their policy of upgrading computers on a five year schedule. He added that this policy simplifies the planning and budgeting process and keeps their agency current with technological advancements.

Thomas also noted that County Extension has agreed to look at purchasing Compaq computers in the future, for greater compatibility with other agencies.

Gary Bergman, County Extension Agent, said the duties and responsibilities of the Communications and Computers Extension Assistant were also reviewed (Exhibit B). He said he would like to retain this position as it provides a number of in-house services not offered by Information Services.

Thomas concurred, noting other offices have computer knowledgeable staff on site.

**6 COMPREHENSIVE PLAN AMENDMENT NO. 94-38, BEAL SLOUGH STORMWATER MASTER PLAN** - Steve Masters, Public Utilities & Maintenance Manager; Lalit Jha, Public Works & Utilities; Nicole Fleck-Tooze, Planning Department; Glenn Johnson and Ed Ubben, Lower Platte South Natural Resources District (NRD); John Cambridge, Olsson Environmental Sciences, Don Taute, Assistant City Attorney

Steve Masters, Public Utilities & Maintenance Manager, stated that stormwater management efforts were initiated in Lincoln in 1993, with silt and sediment erosion control designated a priority. Beal Slough, a thirteen square mile, partially developed watershed, was the first basin selected for stormwater master planning. He said Public Works & Utilities worked with an Advisory Task Force in development of the Beal Slough Master Plan which divided the basin area into increments of 158 acres for purposes of identification of probable run-off events and method of management of water coming off those sites. Masters noted that approximately 15.4 million dollars in needed improvements were identified in the Beal Slough area, many of which may be mitigated.

Masters said the Phase II Stormwater Management Requirements of the Environmental Protection Agency (EPA) require the County's involvement in stormwater management efforts, and agreed to provide additional information to the Board.

John Cambridge, Olsson Environmental Sciences, gave a brief overview of the Beal Slough Basin Stormwater Master Plan referring to the following maps and charts:

- \* *Basin Map - Beal Slough Master Plan*
- \* *Pattern of Development - Beal Slough Master Plan*
- \* *Growth in Peak Flow Rates*
- \* *Channel Cross-Section Comparison Between 1978 and 1988*
- \* *Master Plan - Major Capital Cost Components*
- \* *Master Plan Improvement in Peak Flow Rates*
- \* *Priority Tier 1 - Major Capital Cost Components*

Cambridge explained that the Beal Slough Master Plan, which is a joint effort of the City of Lincoln and the Lower Platte South Natural Resources District (NRD), is designed as a tool to guide decision making in the future in terms of capital improvements and budgeting considerations.

Cambridge noted that significant changes have occurred within the basin the last 20 years. He added that as urbanization occurs within a basin, both the volume of water that runs off the basin and the rate at which it runs off increases.

Cambridge said flooding is not the only problem that occurs in Beal Slough. As the flow rates have increased and the frequency of the flow rates have increased, the channels have degraded and widened. He noted that in 1997, the City of Lincoln was forced to take steps to repair and protect a sanitary sewer line that served a portion of the watershed, at a cost of \$100,000. Cambridge said as channels degrade, trees fall in and are carried downstream, attaching to bridges and culverts which causes additional flooding. He said the Beal Slough Basin Stormwater Master Plan includes components which address these floodplain and stream stability issues, including the use of pond channel detention facilities and levies. Cambridge noted that the cost of the project, estimated at 15.3 million dollars, is significant, but repair and replacement efforts will also be costly, if preventive measures are not taken.

Glenn Johnson, Lower Platte South Natural Resources District (NRD), added that timing of the master plan is crucial, since additional development of the Beal Slough basin is indicated in the Comprehensive Plan.

Heier noted concern that the public is not well informed on the issue, including those in the affected area.

Nicole Fleck-Tooze, Planning Department, responded that the Lincoln-Journal Star newspaper published an article on the issue, in addition to the required legal notice. Several public meetings were also held.

In response to a question from Steinman, Fleck-Tooze stated that the S-1, S-2 and S-3 Subarea Basins are the next areas to be studied, with the Little Salt Creek Basins and the Stevens Creek Basin to follow.

Steinman commented that it may be less costly to assume significant development in each basin and plan detention accordingly.

Campbell noted for the record that she has declared a conflict of interest on the issue, due to a property interest within the Beal Slough Basin.

**7 PREPAID LEGAL PAYROLL DEDUCTION; REVIEW OF PAYROLL DEDUCTION AND INSERTION POLICY** - Dave Johnson, Deputy County Attorney; Tim Genuchi, Accounting Operations Manager, County Clerk's Office; Bill Thoreson, Benefits Specialist

Dave Johnson, Deputy County Attorney, presented drafts of the following (Exhibit C):

- \* *Procedures for Payroll Deductions and Distribution of Information with Paychecks*
- \* A letter to Pre-Paid Legal Services, Inc. informing them that the County will no longer permit payroll deductions for their services
- \* A letter to employees currently taking a payroll deduction for Pre-Paid Legal Services, Inc.

The Board requested that the word "benefits" in the second paragraph of the *Procedures for Payroll Deductions and Distribution of Information with Paychecks* be changed to "deductions".

Board consensus to only permit distribution of literature, materials and information, with paychecks for the following:

- \* Health, Dental, Vision and Life Insurance
- \* Flexible Employee Benefit Account (FEBA)
- \* Post Employment Health Plan (PEHP)

Distribution of these materials must have prior County Board approval.

Further Board consensus to prohibit any advertisements in the County newsletter.

**NOTE:** The Board will formally approve the *Procedures for Payroll Deductions and Distribution of Information with Paychecks* at a Tuesday, County Board of Commissioners meeting. Letters to Pre-Paid Legal Services, Inc. and employees currently taking a payroll deduction for that service were deferred until the policy is enacted.

**8 WELLNESS NEWSLETTER** - Sue Eckley, Workers' Compensation & Risk Management Manager

Sue Eckley, Workers' Compensation & Risk Management Manager, distributed copies of *The Well Workplace Newsletter* (Exhibit D), which she indicated had received a favorable review in a sampling of employees. She proposed that the County purchase and mail 1,000 copies of *The Well Workplace Newsletter* to employees, in place of *Vitality Magazine*, which is currently provided to departments for an annual cost of \$549.50. The cost of the providing the newsletter would be \$6,291.84 for monthly mailings or \$3,145.92 for mailings every other month, with a portion of the proceeds returned to the local Wellness Council in Lincoln. Eckley noted that while the cost of the newsletter is significantly higher than that of *Vitality Magazine*, the exposure to employees and their family members is estimated to be much higher, with long-range benefits in terms of health.

**MOTION:** Heier moved and Hudkins seconded approval of a monthly mailing of *The Well Workplace Newsletter* to County employees, for a three month trial period, with a re-survey at the end of that period. On call Hudkins, Heier, Workman, Steinman and Campbell voted aye. Motion carried.

**9 PURPLE LOOSESTRIFE UPDATE** - Russ Shultz, Noxious Weed Control Authority Superintendent

Russ Shultz, Noxious Weed Control Authority Superintendent, gave a brief report on purple loosestrife infestations in drainage ways in Lancaster County, noting several appear to have escaped from cultivated plantings. He recommended the County Board support adding the invasive plant to the Nebraska Department of Agriculture's noxious weed list.

**MOTION:** Hudkins moved and Heier seconded to accept the recommendation of the Noxious Weed Control Authority Superintendent and support the inclusion of purple loosestrife on the Nebraska Department of Agriculture's noxious weed list.

Shultz noted that a phased elimination of retail sales with an education program is planned.

**ON CALL:** Hudkins, Heier, Workman and Steinman voted aye. Campbell declared a conflict of interest, due to related business holdings. Motion carried.

**10 ELECTION COMMISSIONER COMPUTER PROGRAM UPDATES** - Dave Shively, Election Commissioner; Delores Lee, Election Commissioner's Office; Ron Brooks, Information Services Systems Development Coordinator

Dave Shively, Election Commissioner, reported briefly on the request for a system upgrade for his department, at an estimated cost of \$54,280 (Exhibit E).

Ron Brooks, Information Services Systems Development Coordinator, noted that \$26,000 was included in this year's budget for the project. Additional funding should be made available through project savings and delays.

In response to a question from Hudkins, Brooks stated a phased approach would increase overall costs for testing and training.

**MOTION:** Hudkins moved and Heier seconded to proceed with the system upgrade for the Election Commissioner's Office. On call Hudkins, Heier, Workman, Steinman and Campbell voted aye. Motion carried.

**ADDITIONS TO THE AGENDA**

- a. Resource Conservation & Development Program (RC&D) Meeting Report

Workman briefly reported on a meeting held in Seward, Nebraska to establish a Resource Conservation & Development Program (RC&D) for a seven county region that includes Lancaster County. He noted that Judy Adams, Lincoln Action Program Rural Coordinator, has agreed to serve as an alternate on the committee.

## **11 EXECUTIVE SESSION (PERSONNEL MATTER & PENDING LITIGATION)**

**MOTION:** Hudkins moved and Workman seconded to enter Executive Session at 10:59 a.m. for discussion of a personnel matter and pending litigation. On call Hudkins, Workman, Heier, Steinman and Campbell voted aye. Motion carried.

**MOTION:** Heier moved and Workman seconded to exit Executive Session at 11:23 a.m. On call Heier, Workman, Steinman and Campbell voted aye. Hudkins was absent from voting. Motion carried.

## **12 ACTION ITEMS**

- a. Microcomputer Request:
  - 1. C#99259 from District Court for \$17,945.48 from the Microcomputer Fund
  - 2. C#99266 from Corrections for \$11,994.44 from Corrections Fund for Seven (7) Pentium III's, Twelve (12) 17" Monitors, etc.
  - 3. From Families First & Foremost Program for Three (3) Pentium III's from the Families First & Foremost Grant (Exhibit A)

This item was moved forward on the agenda.

- b. Request from Gene Hanlon, Recycling Coordinator, to Place Recycling Pledge Card with Pay Checks

This item was deferred, with a request that Gene Hanlon, Recycling Coordinator, appear at a Staff Meeting to address concerns with regards to Midlands Recycling.

## **13 CONSENT ITEMS**

- a. Microcomputer Request C#99281 from the Public Defender's Office for \$826.19 from the Public Defender's Budget for a Digital Camera Proxy
- b. Proxy from John Hancock Mutual Life Insurance Company
- c. Vacation Request from Kit Boesch, Human Services Administrator, from Friday, November 12 through Monday, November 15, 1999

**MOTION:** Hudkins moved and Steinman seconded approval of the Consent Items. On call Hudkins, Steinman, Workman, Heier and Campbell voted aye. Motion carried.

## **14 ADMINISTRATIVE OFFICER REPORT**

- a. Correspondence from Beatty Brasch, Lincoln Action Program Director, Regarding Use of Trabert Hall for Holiday Gift Giving Program & Youth Build Program

Eagan noted that Don Killeen, County Property Manager, has reviewed the request and has no objections.

Eagan reported that the request for the Youth Build Program has been temporarily withdrawn.

**MOTION:** Hudkins moved and Workman seconded approval of Lincoln Action Program's use of Trabert Hall for Holiday Gift Giving Program. On call Hudkins, Workman, Steinman, Heier and Campbell voted aye. Motion carried.

- b. MoPac Trail Crossing Signs

Board consensus to seek additional information with regards to sign content.

- c. Inclusion of Information from 1<sup>st</sup> Choice Credit Union in Employee Newsletter

See Agenda Item 7.

- d. Invitation to Douglas County Board to Visit Lancaster County Facilities (Exhibit F)

Board consensus to invite members of the Douglas and Sarpy County Boards for a discussion of items of mutual interest and a visit of Lancaster County facilities on Thursday, November 18<sup>th</sup> from 8:30 a.m. to 1 p.m. A County Board Staff Meeting will not be held that day, but will be held on Tuesday, November 16<sup>th</sup> from 8:30 to 11 a.m.

- e. Upcoming Zoning Actions

Eagan noted the following upcoming zoning actions:

- \* Change of Zone #3196 (West Van Dorn & Coddington Avenue)
- \* Change of Zone #3209 (Salt Valley Roadway & West Van Dorn)
- \* Change of Zone #3210 (Coddington Avenue & West Van Dorn)

## **20 EMERGENCY ITEMS AND OTHER BUSINESS**

Hudkins gave a brief report on the Nebraska Association of County Officials (NACO) Annual Convention. He also reported that LR 56, which addresses post-commitment mental health patient care, has been included in the list of NACO legislative priorities.

Campbell reported briefly on a meeting held with Tom Duchon, Telecommunications Consultant, to clarify duties with regards to the Model Telecommunications and Personal Wireless Services Ordinances.

## 21 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

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Bruce Medcalf  
Lancaster County Clerk